

*Telecom & Marsh
DDO comments*

██████████ STATINTL

INSTRUCTION SHEET

Destroy current ██████████ and insert the attached revision STATINTL
dated

The revision of ██████████ features changes in organizational STATINTL
structure and component designation, addition of an enjoiner to file
all pertinent documents in the Official Personnel Folder, modification
of the time limit placed upon borrowers lenders, elimination of the masculine
pronoun, and minor editorial changes. The HHB has been declassified
and the control marking Administrative - Internal Use Only added.

DISTRIBUTION: AB

PERSONNEL

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PERSONNEL

STATINTL

4. TRANSFER OF FOLDERS

- a. When an authorized official has been lent the Official Personnel Folder of an employee, whether or not under supervisory jurisdiction, the official will not transfer that folder to an authorized official in another operating office without first obtaining approval from the Head of the Career Service of the employee concerned.

b. Same

c. Same

d. Same

5. CONTROL AND PROTECTION OF FOLDER CONTENTS

- a. Persons other than the Director of Personnel and Office of Personnel designees are prohibited from removing material from or adding material to Official Personnel Folders. Officials authorized to request the loan of folders must ensure stringent control of this prohibition in their offices. Documents which should be filed in an Official Personnel Folder will be forwarded to the Files Section, Office of Personnel with a request that the documents be included in the file of the employee concerned. It is essential that all documents pertinent to an employee's career and entitlements should be filed in the Official Personnel Folder.

b. Same

c. Same

6. TRANSMITTAL OF FOLDERS

- a. Same